

# **User Manual**

Email Address:	
Password:	
	The Password is case sensitive.
Start Date:	
	Start Date = Time student activates their online classroom. Write the date you first sign in here.

**Course expires 1 year from this date.** You must complete the course and pass the final proctored exam at one of our scheduled

The Original License Checklist and Application Forms can be printed from the License Application Forms link found in the Help Center at www.MarinersLearningSystem.com

test dates prior to the course expiration date.

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# Mariners Learning System<sup>™</sup> User Manual Copyright 2023 by Mariners Learning System<sup>™</sup>

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Manufactured by Mariners Learning System<sup>™</sup>, 800 Denow Road. Suite C330. 609-303-0664. www.MarinersLearningSystem.com.

### **System Requirements**

#### **Computer & Sound Equipment**

You will be able to work in your courses on your desktop, laptop, tablet (iPad) or your smart phone. All you need is a recent browser. We recommend Google Chrome. Do not use Internet Explorer or Microsoft Edge. Here is where you can download a free upgrade if you fall below the minimum version:

- Minimum Mozilla Firefox 25.0
- Minimum Google Chrome 30.0
- Minimum Apple Safari 6

All lectures are accompanied by an audio version, some have videos. All you need is sound; ear buds or headphones if you like or if you are in a noisy environment. Ear buds and/or headphones ARE NOT permitted for the final test.

#### **Internet Connection**

If you can comfortably watch a YouTube video – you will be able to view course videos without trouble. If you have an unpredictable Internet connection, you will still be able to work through lessons and quizzes, you will just need patience. You will need a strong high speed Internet for the final test.

# **How to Access the Mariners Learning System™** Courses

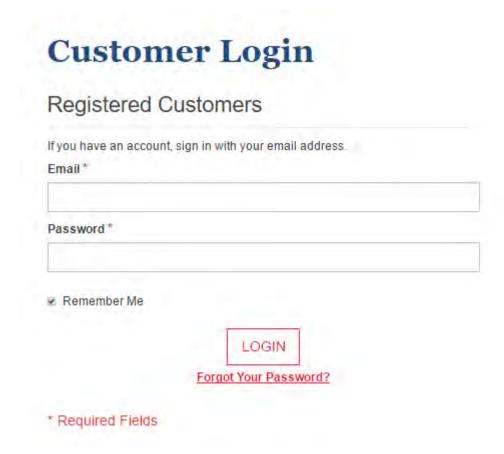
1. Go to www.marinerslearningsystem.com



**2.** In the upper right corner, click **the person icon** 

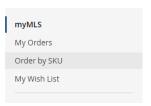


3. Enter your email and password, then click the **Login** button



4. Welcome to myMLS

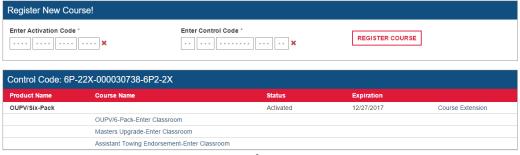
Click on the Access My Course Locker in the upper right hand corner.



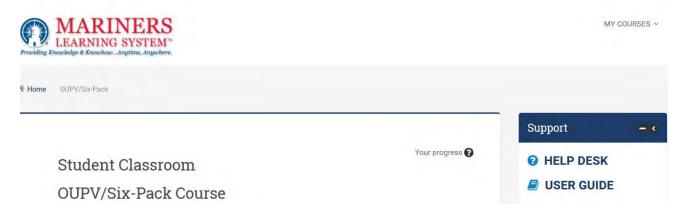
# **myMLS**



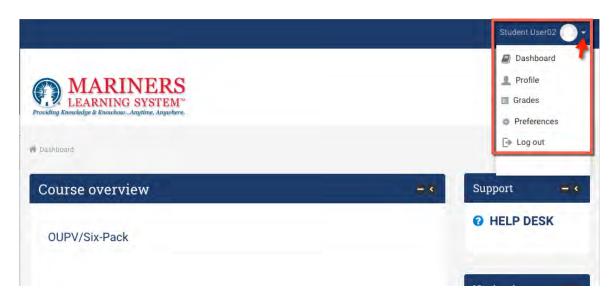
5. Next you need to Register or Activate your course if you haven't already. If you see the control code, your course has already been registered and you do not need to input the activation code and control code. Once your course has been activated, simply click on the Course Name-Enter Classroom of the class you wish enter.



6. You can start work on the classroom when ready. You can view other courses by selecting My Courses in the upper right. Or you may use the **HELP DESK** link to ask a question.



7. You will always be able to return to your Dashboard of courses by clicking on your user menu in the upper right corner, then select **Dashboard**. Here is where you will also Log Out of your classroom and Mariners Account.

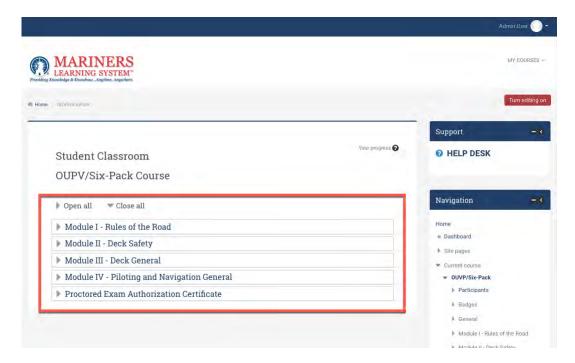


# **How to Navigate Mariners Learning System™ Courses**

All courses work the same way. Maximize your browser screen for the best experience!

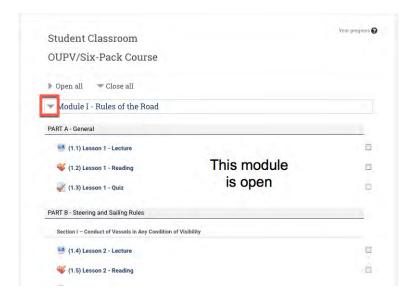
If you are sharing a computer with another user, you must logout from the User menu (see above) otherwise you won't get credit for taking the quizzes!

When you first enter your course, all of the modules will appear as below, with an open/close button for each module.

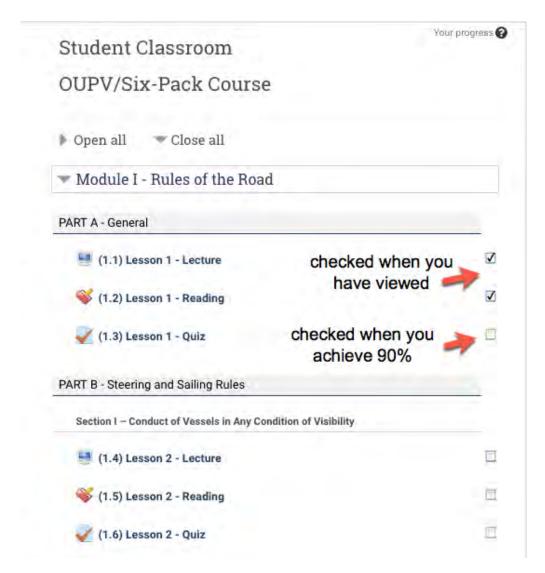


#### **Module Contents**

Click the arrow to open or close a module. If you leave the course with a module open, that module will still be open when you return – to help you track where you left off.

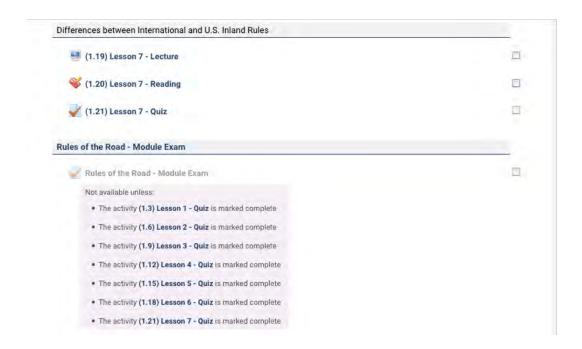


In each module there are one or more series of **Lecture, Reading and Quiz.** There is a progress box to the right of each link. When you view the Lecture or Reading, the progress box can be checked to help you keep track. The Quiz progress box will only be checked off by the system when you pass the quiz with a minimum score of 90%.



At the end of most Modules is an exam. The exam is similar in function to the Lesson quizzes, however the link for the exam will not be active until you have completed all the required Lesson quizzes.

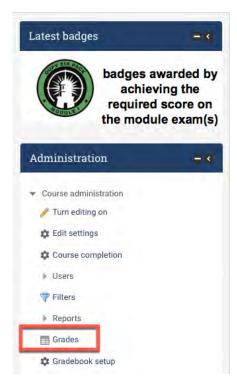
The detail under the Module exam will tell you what is required; the checkmarks in the module will show you what Lesson guizzes are complete.



### **Badges**

Badges appearing in the Latest badges block are awarded you if you achieve the required score on the Module exam. You will not be awarded the Module Final Exam badge until all Module exams are complete.

Your earned badges also appear on your dashboard.



#### **Proctored Exam Course Certificate**

At the end of all courses you will find the authorization certificate, which begins the process for final online testing.

The link for the certificate will not be active until you have completed all the required Module exams. The certificate is required in order to take the online final test.

The detail under the Certificate will tell you what is required; the checkmarks in the module will show you what Module exams are complete.

# Proctored Exam Authorization Certificate



#### Certificate

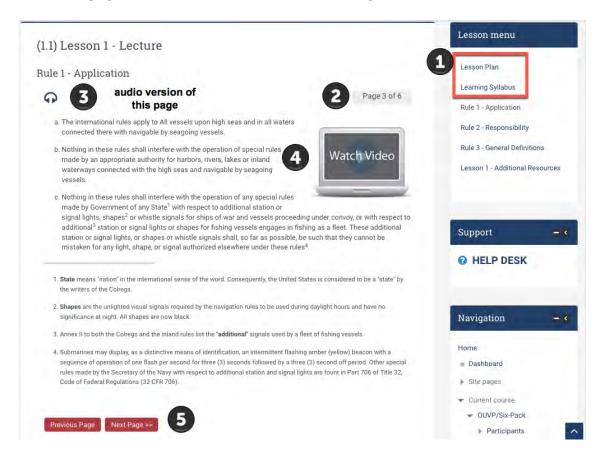
Not available unless:

- The activity Rules of the Road Module Exam is marked complete
- The activity Deck Safety & Deck General Module Exam is marked complete
- The activity Navigation General Module Exam is marked complete
- . The activity Chart Plotting Module Exam is marked complete

#### **Lesson Lectures**

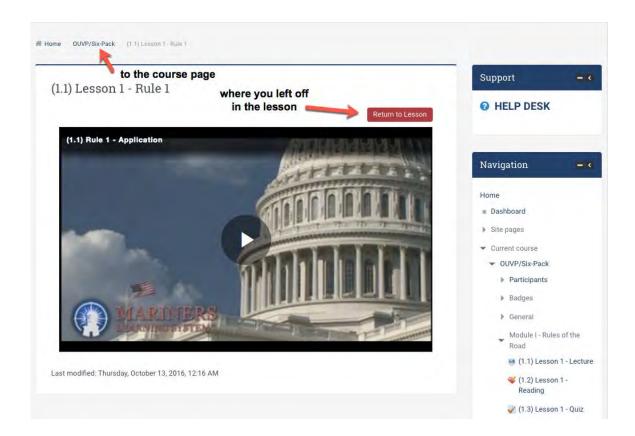
Here are the components of the Lesson Lectures:

- 1. All pages have links in the table of contents
- 2. All pages have a page reference
- 3. Except for the Lesson Plan and Lesson Syllabus, all pages have a link to the audio reading of the page contents.
- 4. Many lecture pages have a link for a video
- 5. All pages have buttons at the bottom to navigate back and forth in the lecture



#### **Lecture Videos**

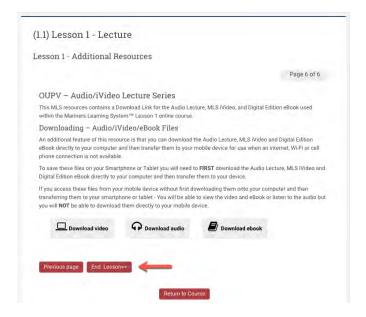
The video will open in a page by itself. When you are done viewing, use the **Return to lesson** button to go back to your place in the lesson. Or use the breadcrumb link to go back to the course page.

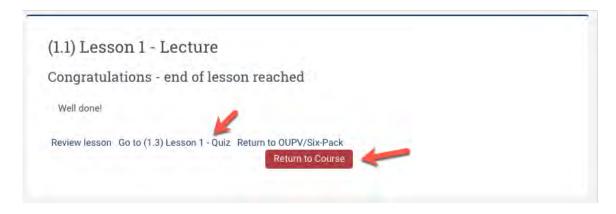


#### **Lecture Additional Resources**

The last page in each lecture will have buttons to download lecture resources for viewing, listening or reading offline.

Click that **End lesson** button and mark the Lecture as complete. You'll find a link to move on to the Lesson quiz as well.





All course pages have a button at the bottom to help you quickly return to the course main page.

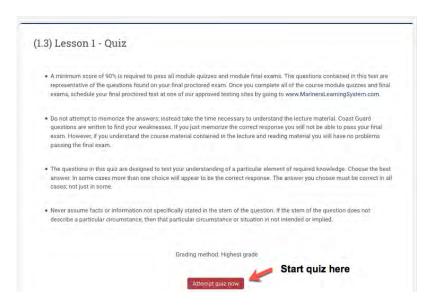
### **Lesson Readings**

Lesson readings are in PDF form. Your computer and browser will determine how the PDF files appear:

- you may see a prompt to Open or Download the PDF
- the PDF may open in the same window if it does, hit your browser back button to return to the course

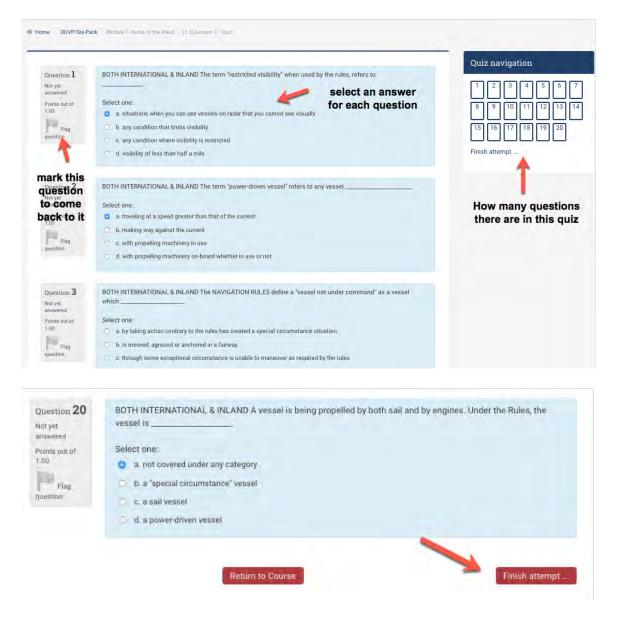
#### **Lesson Quizzes**

All Lesson quizzes start with a page of instructions that will also tell you how many attempts you have made to complete the quiz.

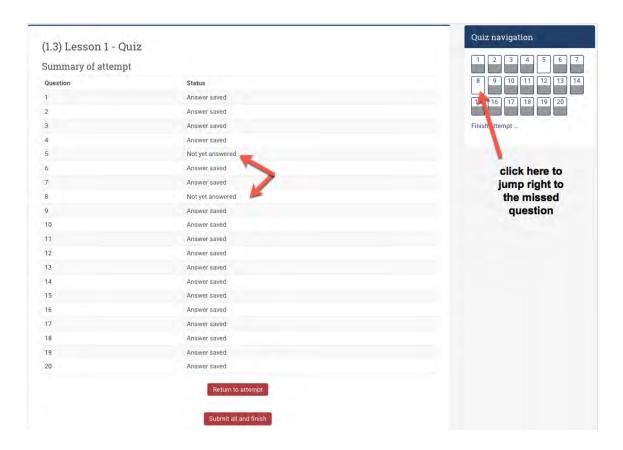


All the questions in the quiz will appear on one page. The total number of questions is indicated on the right. Click those question numbers on the right to jump back to a question you've missed.

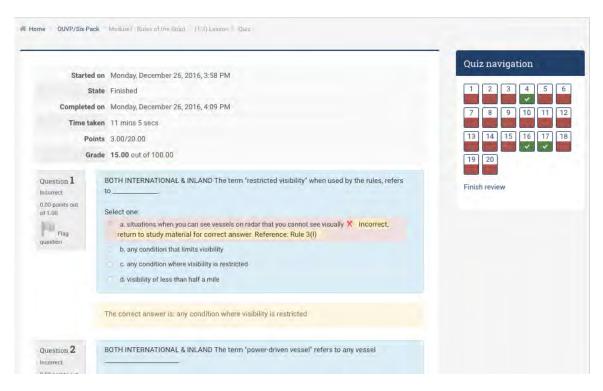
Select your answer choice for each question. You may change your answer as often as you like until clicking **Finish attempt** at the end.



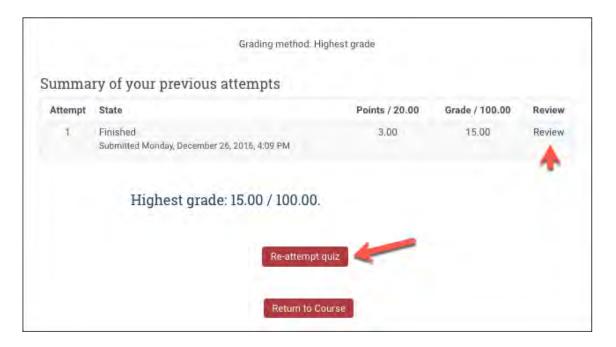
After you click Finish, the quiz will tell you if you have missed answering any questions. You may Return to the attempt or click the question number in the box on the right. Or **Submit all and finish.** 



When you finish the attempt, you will be able to see what questions you missed. You may review now, or return to review this attempt later by clicking the Lesson Quiz link on the course page.



If you click a Lesson Quiz link for a quiz you have attempted, you will see your results, a link to review each attempt and a button to attempt again.

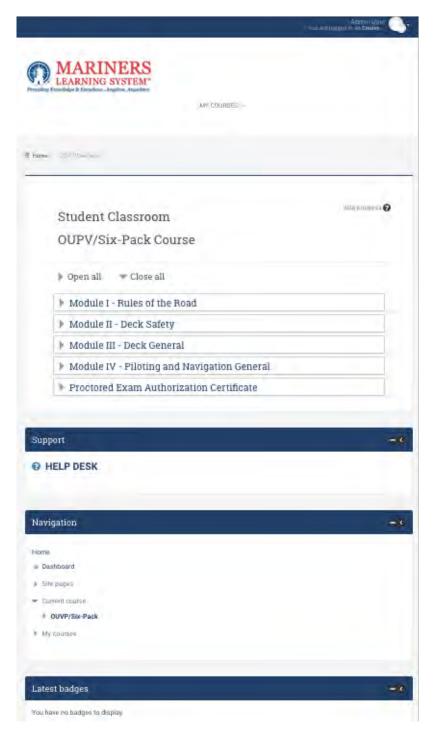


### **Using the Mariners Learning System App**

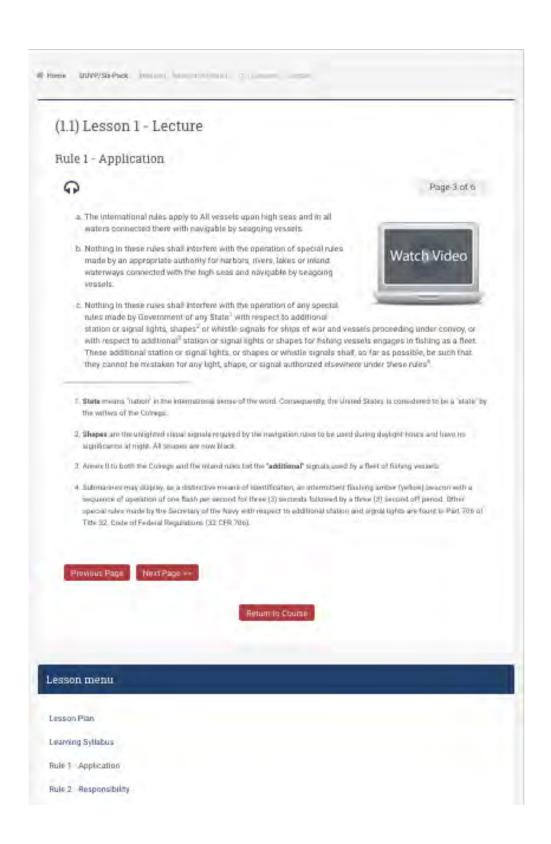
We just launched our NEW app. MLS courses are available on any device. When you download the companion app to the MLS courses, you'll get unlimited access to course content wherever you are. **You must** activate your online course via a computer/laptop prior to downloading the app to your device. The app will not work properly if you do not activate via computer/laptop first. Click this link for more information: https://help.marinerslearningsystem.com/en/knowledge/app

## **Using a Smart Phone or Small Tablet**

When viewing a course on a smaller device, the blocks that were on the right will move below the course Modules. You may find some course components to be easier to view or use on your desktop or larger tablet, but all functions will work the same!

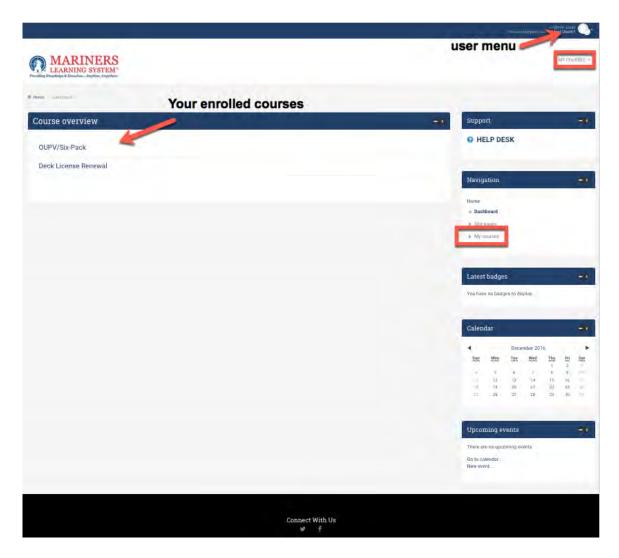


The Lecture Table of Contents will appear below the Lecture pages as well.



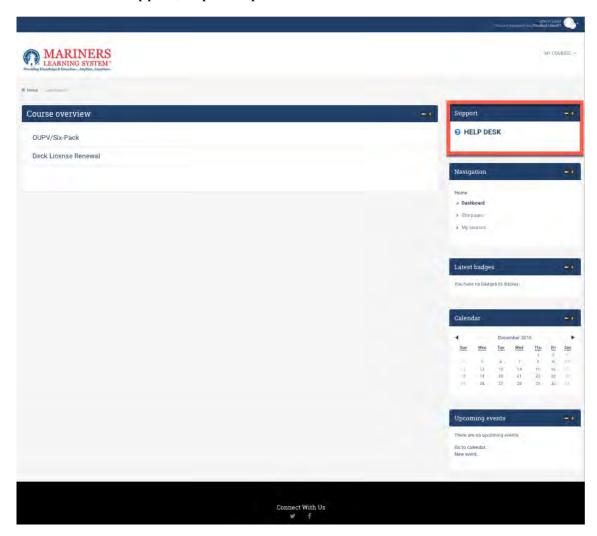
# **To Access Any Course**

You may use the Dashboard or My Courses links to see the list of all of your enrolled courses.



## **Troubleshooting**

At any time you may click the **HELP CENTER** link to check the Knowledge Base, reach Technical Support, or post a question.



# **Testing/Next Steps**

Upon course completion, you will be taking our final exam **online**. A section will unlock at the end that goes over the guidelines, downloading the testing software, then actual final exams! For OUPV/Six-pack students, upon request inside your online account, a Chart Plotting Test Pack will be shipped out at no additional charge via USPS.

Go to the following link to learn more about the **Application Process** . Our Self Help Desk articles have an overview, checklist and the necessary forms needed to submit to the US Coast Guard in order to obtain the license.